



RAID Log

# The Ultimate Guide To Setting Up Teams & SharePoint For Project Management

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# Create a RAID LOG

**In the workshop, we looked at a very simple method of tracking project risks using MS LISTS.**

We created a simple list with multiple categories, however, an alternative to this is to employ a **RAID LOG**.

A RAID log is a project management tool which tracks RISKS, ASSUMPTIONS, ISSUES and DECISIONS. Sometimes teams prefer to use ACTIONS rather than assumptions.

## **RISKS**

Risks are problems or challenges which might occur at any point during delivery which might prevent, delay or endanger the project. Risk management is sometimes a gloomy subject but it is crucial to identify risks early so that they can be managed proactively rather than retrospectively.

## **ASSUMPTIONS**

Assumptions are things we believe as a result of the knowledge and experience we have. The assumptions we make form our expectations of how we expect the project to progress but every project is different and situations are always variable. This is where our thought processes around assumptions are documented.

## **ISSUES**

Issues are problems which actually arise. When a theoretical risk (see risks) occurs – it becomes an issue to be managed.

## **DECISIONS**

Decisions are made throughout project delivery and can be learned from later. Adding these to your log means you can track your decision making processes and foster improvement.

**Creating a RAID LOG using MS LISTS is very easy:**

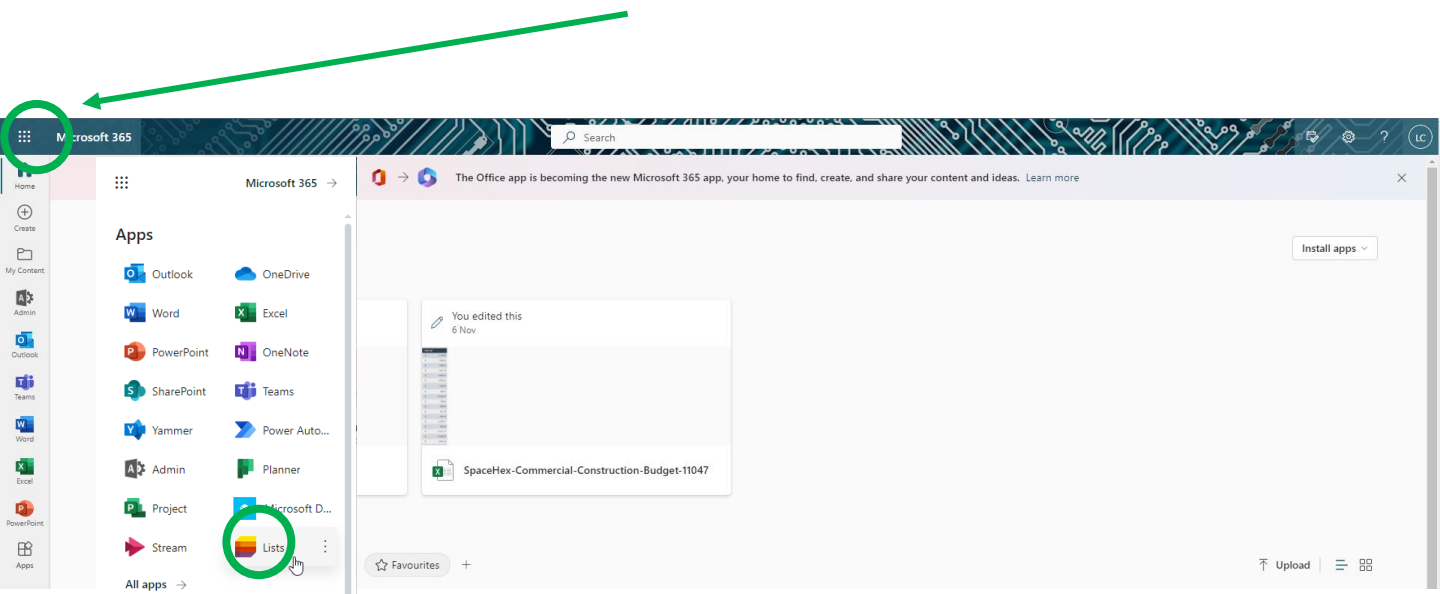
# Create a RAID LOG



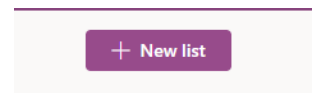
**You can create a new LIST in MS LISTS via MS Teams, your SharePoint site or directly from the Lists app.**

We will start from the Lists App.

From the M365 home page click on the **waffle** to locate LISTS:



From the LISTS homepage click **+ New List** and follow these steps:

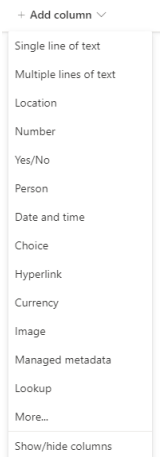


1. Select BLANK LIST
2. Add the name RAID LOG, description, colour code and icon
3. Save your list to MY LISTS – this means you can re-use your columns in the future

# Create a RAID LOG

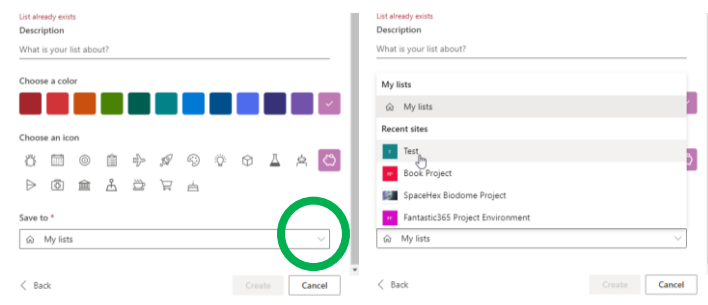


4. To create a RAID Log you can add the following columns with their corresponding types – add colour coding if you like:

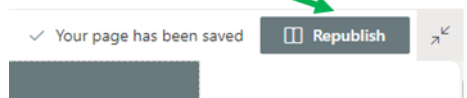


Title	Provided
RAID Type	Choice – Risk, Assumption, Issue, Decision
Critical Status	Choice – low, medium, high, CRITICAL
Assigned to	Person
Actions	Single line of text

- When your list is ready – go back to the LISTS homepage and click +NEW LIST
- This time click create from an EXISTING LIST and select the one you prepared
- You can now use a copy of this list especially for your project with its own name, colour and icon. SAVE THIS NEW LIST TO THE SITE YOU WANT TO USE IT FOR
- When your list is ready go back to your SharePoint site...
- In EDIT MODE, choose where you would like to add your RAID LOG
- Click the + to add your item then select LIST from the menu – a tiny thumbnail of your saved list will appear in the box. Click this and it will open up!



Click **REPUBLISH** when you have finished your work and see how it looks.





**Thank you**

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